

TOC MASTER SUBMITTAL REGISTER (MSR)

1. MSR Number (COMPLETED BY DOCUMENT CONTROL):				2. REV: 0	
3. Requisition: CR 292738		4. Subcontract-Release No.: TBD	5. Purchase Order: NA	6. Title: Provide Staffing Retention Consultant/ Facilitator support FY-17	
7. Vendor Name: TBD					
8. Responsible Person: Charles A. Simpson			9. Project No.:		10. Date: TBD

11. Submittal Number	12. Specification	13. SOW Section Number	14. Description	15. Purpose	16. Submittal Schedule	17. When Required	18. Date Submittal Due From Vendor	19. Turnaround Times		20. Number of Copies E / H
								External (Vendor)	Internal (WRPS)	
001	N/A	4.0	Provide a final summary report of work performed that covers an overall analysis with results, a list of recommendations, and a next steps plan.	INF/REC	UDI	On or before end of Contract period 9/28/17				1/E
002	N/A	4.0	Provide a monthly status report of work performed to include a task topic with associated hours and summation of hours performed each month.	INF/REC	UDI	End of each month				1/E
003										/
004										/
005										/
006										/
007										/

Purpose:

APP – Approval INF/REC – Information/Record

Submittal Schedule:

PF – Prior to Fabrication
I – Before Installation

PP – Prior to Procurement
P – Before Final Payment

PS – Prior to Shipment
U- Before Use

PT – Prior to Testing
UDI – Upon Date Identified

WS – With Shipment

Media

E – Electronic

H - Hardcopy